



REPLY TO  
ATTENTION OF

## DEPARTMENT OF THE ARMY

HEADQUARTERS III CORPS AND FORT HOOD  
FORT HOOD, TEXAS 76544-5028

### PRIORITY HOUSING CHECKLIST

NAME: \_\_\_\_\_ RANK: \_\_\_\_\_

UNIT: \_\_\_\_\_

#### TO BE COMPLETED BY CHAIN OF COMMAND

- \_\_\_\_\_ Has soldier been interviewed by Chain of Command? Y\_\_\_\_ N\_\_\_\_
- \_\_\_\_\_ Were circumstances for this request due to no fault by the soldiers? Y\_\_\_\_ N\_\_\_\_
- \_\_\_\_\_ Did medical conditions cause financial difficulties? Y\_\_\_\_ N\_\_\_\_
- \_\_\_\_\_ Has soldier seen the Command Financial Specialist (CFS)? Y\_\_\_\_ N\_\_\_\_
- \_\_\_\_\_ Has soldier been referred to AER/FSSA/ACS/Red Cross? Y\_\_\_\_ N\_\_\_\_
- \_\_\_\_\_ Is soldier pending disciplinary action? Y\_\_\_\_ N\_\_\_\_
- \_\_\_\_\_ Is soldier able to pay full BAH for rent via allotment each month? Y\_\_\_\_ N\_\_\_\_
- \_\_\_\_\_ Was Chain of Command able to resolve soldiers issue without needing priority housing?

**NOTE: If soldier is unable to pay full BAH for rent, do not submit request to housing.**

\_\_\_\_\_  
BRIGADE COMMANDER'S SIGNATURE

\_\_\_\_\_  
DATE

#### TO BE COMPLETED BY FAMILY HOUSING MANAGER

- \_\_\_\_\_ Is Chain of Command endorsement/justification attached?
- \_\_\_\_\_ Soldier on Wait List? Estimated waiting time \_\_\_\_\_
- \_\_\_\_\_ Reviewed Leave and Earning Statement (LES)?
- \_\_\_\_\_ Does soldier have a Rental Deposit Waiver (RDW)?
- \_\_\_\_\_ Command Financial Statement (CFS) attached?
- \_\_\_\_\_ Supporting documents attached?

\_\_\_\_\_  
HOUSING MANAGER

\_\_\_\_\_  
DATE

EXAMPLE FORMAT FOR TYPING REQUEST

(UNIT LETTERHEAD)

**YOUR OFFICE SYMBOL**

**DATE**

**MEMORANDUM THRU**

Command Financial Specialist, (Battalion), Fort Hood, Texas 7654\_

\*Commander, Company, Fort Hood, Texas 7654\_

Commander, Battalion, Fort Hood, Texas 7654\_

Commander, Brigade or Division, Fort Hood, Texas 7654\_

**\*Denotes that request must be endorsed with justification by Company Commander, including Commander's signature block with email address)**

**FOR** Garrison Commander, Fort Hood, Texas 76544

SUBJECT: Financial Priority Housing

Request priority housing due to financial (the reason...be specific/detailed.)

**All EXCEPTIONS to POLICY for FINANCIAL will have original copy and must have a copy of the COMMAND FINANCIAL STATEMENT (CFS), LEAVE AND EARNINGS STATEMENT (LES) and all other documentation to support the request. If request is for EVICTION, eviction notice must be enclosed to include Leave and Earnings Statement and Command Financial Statement.**

**YOUR RANK AND FULL NAME**

**SSN**

**UNIT ADDRESS**

**DUTY # HOME #**

## FINANCIAL STATEMENT

Name \_\_\_\_\_ Social Security # \_\_\_\_\_

Rank \_\_\_\_\_ Unit \_\_\_\_\_ # of children \_\_\_\_\_

### INCOME

Mid month . . . . .

End of month. . . . .

Part-time employment. . . . .

Spouse's Income . . . . .

(Provide 1 copy of latest Leave & Total  
Earnings Statement, (LES))

### EXPENSES

Debts	Balance	Monthly Payment	Payments Remaining	Service/Prod Purchased
Rent/House Pymt				
Utilities				
Telephone				
Cable TV				
Laundry				
Groceries				
Car Payment				
Auto Insurance				
<u>Credit Cards</u>				
<u>ALLOTMENTS</u>				
<u>MISCELLANEOUS</u>				

Exemptions claimed on your W2?

Do you owe money to the U.S. Government? Y N  
If yes, please explain

What is your current balance of money owed to the Government?

Over how many months will debt be repaid?

## FACT SHEET

DPW  
MS. RUSHING (7-0353)  
1 May 2002

AFZF-PW-HSG (210-50)

SUBJECT: On-Post Family Housing Exception to Policy

PURPOSE: To provide information on obtaining on-post family housing exceptions to policy.

FACTS:

1. Exceptions to policy for on-post housing may be submitted when unusual circumstances exist and soldier should be assigned to on-post housing on a priority basis and not be required to endure the normal wait times experienced by others (i.e., severe financial problems incurred through no fault of the soldier).

2. Requests for exception to policy may be submitted for the following reasons:

a. **FINANCIAL HARDSHIPS (NO FAULT OF SOLDIER):**

Requests for exception for financial hardships inflicted by the Army (i.e., failure to pay Soldier, PCSing several times in 1 year, etc.) must state circumstances/justification and be supported by documents such as LES, orders, verification from commander and the finance office and financial statement.

b. **FINANCIAL HARDSHIPS (OTHER):**

Requests for exception for financial reasons due to inability by soldiers to manage their financial affairs (i.e., failure to pay rent, etc.) are normally not approved, however the requests must also state circumstances/justification and be supported by documents such as LES, orders, verification from commander and the finance office and financial statement.

c. **COMPASSIONATE REASONS:**

Requests for exception for compassionate reasons must be supported by statements and documents from ACS, Red Cross, Chaplain's Office or other agencies with direct knowledge of the case. In cases where service members lose their off-post living accommodations due to fire, the landlord should make every effort to relocate the tenant to a similar vacant unit. A release letter from the landlord, along with a copy of the fire report, must accompany any request for exception to policy. If financial hardship is also a factor of the request, a financial statement is also needed.

AFZF-PW-HSG

SUBJECT: On-Post Family Housing Exception to Policy

**d. NO FAULT EVICTION FROM OFF-POST HOUSING:**

Requests for exception due to no fault eviction from off-post housing must be supported by the official eviction notice. Soldier must be on the waiting list for quarters and within 60 days of being assigned to quarters to obtain approval. Requests dealing with problems relating to off-post rental units or landlords must first be brought to the attention of the Housing Office to allow research of the complaint.

**e. MEDICAL REASONS:**

Requests for exception for medical reasons must state specific circumstances and be supported by medical records on file at Darnall Army Community Hospital or documentation from the Exceptional Family Member Program records. All requests for medical reasons are forwarded (by the Housing Office) to the Chief, Clinical Services for evaluation. Medical reasons including: asthma, allergies, and pregnancy are not considered adequate justification for exception to policy and are normally disapproved. If financial hardship is also a factor of the request, a financial statement is also needed.

3. The soldier's Chain of Command should make every effort to assist in resolving the soldier's financial problems before the request for exception to policy is submitted to the Housing Office. Commander's recommendation does not imply approval or disapproval of the request. **Housing Office will return any incomplete requests to requestor without further action.**

4. Requests for exception to policy may be approved by a Housing Office Manager. Decisions to disapprove requests will be made at the discretion of the Garrison Commander.

**5. For requests to be favorable considered, soldiers must be able to pay rent in the full amount of their basic allowance for housing by means of an allotment to Fort Hood Family Housing (FHFH).**

6. Adjustment or reinstatement to the waiting list will only be approved if soldier was negatively impacted due to administrative errors by the Housing Office. (Frequently soldiers elect not to be placed on the waiting list for on-post housing until problems arise.)

7. For additional information pertaining to exceptions to policy for priority housing, call a Housing Office Manager at 287-4048 or 287-6126.

(Original Signed)

AUTHENTICATION: Ms. C. J. Anderson

DATE: 1 May 2002